



White Pigeon Township

Mailing Address: P.O. Box 340

16975 US 12 White Pigeon, MI 49099

- Zoning Inspection Fee, as of January 21, 2021: A one (1) time fee of \$80.00 for each Zoning Inspection Request is due upon the return of application to the White Pigeon Township Office.
- **All Owner(s) must sign the Zoning Permit Application in front of a notary. All signatures must be notarized.**
- Zoning Permit Application must have a Tax/Property ID for the property where the proposed structure is to be location.
- Zoning Permit Application **must** include a plat drawing of the property. This drawing must show the location of existing and proposed structures on the property, their dimensions **and** distances from property lines and other structures.
- Zoning Permit Applications are turned into the White Pigeon Township Office, 16975 U.S. 12, White Pigeon, MI 49099
- Zoning Administrator will review site plan and inspect property for zoning compliance before approval is given.
- All property lines must remain staked for Zoning Administrator's use in measuring setbacks.
- Approval of Zoning compliance is needed **before** a Building Permit can be issued. Must meet setbacks for approval. (Setbacks: 10 feet from side property lines; 20 feet from rear property lines; 40 feet from front property line; except at waters edge, then 30 feet or the average.
- Applicant(s)/Owner(s)/Contractor will be called at the telephone number that is provided on the Zoning Permit Application regarding the approval or denial.
- Non-compliance could result in a Stop Work Order being placed on project or possible removal of structure.
- Questions may be directed to Mike Mixon, Zoning Administrator, 269-625-5495.



White Pigeon Township

Mailing Address: P.O. Box 340

16975 US 12 White Pigeon, MI 49099

The following documents and information are required to be submitted to the Zoning Board of Appeals when a variance is requested:

1. Approved Zoning Board of Appeals Application.
2. Payment for the Zoning Board of Appeals Application fee.
3. If one or more setback variances are requested, an improved survey signed by the surveyor that has been done no more than 180 days prior to the filing of the Zoning Board of Appeals Application must show the following:
 - a. The corners and boundaries of the parcel.
 - b. The location of the shoreline, if applicable.
 - c. Setback lines: existing and proposed; must be labeled.
 - d. All existing and proposed buildings or additions with dimensions between both the boundary lines and setback lines and the closest above-ground point of the finished structure (e.g., usually the eaves and rain gutters) and any amenities (existing or proposed) on that side of the structure (e.g., chimney, air conditioning unit, generator, etc.) See Section 34-406 of the White Pigeon Township Code set for below.
 - e. The square footage of the parcel.
4. Any additional documents and/or information determined by the White Pigeon Township/Zoning Board of Appeals (ZBA).

*Section 34-406 of the White Pigeon Township Code provides:

Sec.34-406. Yard encroachments.

The following elements of structures are not considered in determining yard requirements under this chapter: Uncovered and ground level terraces or patios. The following elements of structures are considered in determining yard requirements under this chapter: Cornices, chimneys, gutters, eaves, air conditioning units, and other similar structures.

White Pigeon Township
Application for Zoning Permit

Tax/Property ID Number: 75-016-		Date:								
Name of Applicant(s)/Owner(s)/Contractor:										
Type of Work or Structure:		Estimated Cost of Work: \$								
Purpose for Which Structure is Designed:										
Lot Dimension and Square Footage:										
Building Size and Height:										
Location of Project on Land – Setbacks										
<ul style="list-style-type: none"> • Waterfront – Front: Feet from Waterfront: • Waterfront – Rear: Feet from Roadside Lot Line: • Waterfront – Side: Feet from each Side Lot Line: 										
OR - Non-Waterfront – Front: Feet from Roadside Lot Line:										
- Non-Waterfront – Rear: Feet from Rear Lot Line:										
- Non-Waterfront – Side: Feet from Side Lot Line:										
<table style="width: 100%; border: none;"> <tr> <td style="width: 25%;">Zoned – Circle One: Rural Res</td> <td style="width: 25%;">Waterfront Res</td> <td style="width: 25%;">Med Density Res</td> <td style="width: 25%;">Agricultural</td> </tr> <tr> <td>Mfg. Home Park</td> <td>Commercial</td> <td>Industrial</td> <td></td> </tr> </table>			Zoned – Circle One: Rural Res	Waterfront Res	Med Density Res	Agricultural	Mfg. Home Park	Commercial	Industrial	
Zoned – Circle One: Rural Res	Waterfront Res	Med Density Res	Agricultural							
Mfg. Home Park	Commercial	Industrial								
Approximate Date of Commencing Work:		Approximate Date of Completion:								
Location/Address of Property:										
Owner(s) Information: Name(s):										
Mailing Address with Street/P.O. Box:										
City/State/Zip Code:		Phone:								
Alternate Contact:		Phone:								

Disclaimer: At the Township's discretion, a registered survey may be required. If required, a professional surveyor must survey your property and prepare a staked survey showing the exact location of the proposed improvements and the property lines of your parcel/lot. Zoning approval that is based on a drawing that inaccurately shows the location of your property lines and/or the proposed improvements and/or zoning approval based on improperly marked property lines will provide you no protection from further proceeding by the Township and/or your neighbors if the improvements as constructed are in violation of Township ordinances.

Sec. 34-406 Yard Encroachment: The following elements of structures are not considered in determining yard requirements under this chapter. Uncovered and ground level terraces or patios. The following elements of structures are considered in determining yard requirement under this chapter: Cornices, chimneys, gutters, eaves, air-conditioning units and other similar structures. Any changes in plans including, but not limited to: size, height, or bulk MUST be resubmitted for approval, to the White Pigeon Township Zoning Administrator BEFORE continuing construction. Changes may result in added fees for building permits and any property variances as may be required by ordinances.

I (We) the undersigned fully understand that acceptance and/or approval of this application for zoning and/or building permit(s) does not confer approval by any other municipal entity. I (We) fully understand that the use of a septic system or other on-site sewage disposal system and/or preparation for the use of such system, is the full responsibility of the Applicant(s). Applicant(s) is/are advised to contact the Branch, Hillsdale and St. Joseph County Health Department for a determination whether a "change in use" permit is required. I (We) hereby grant permission for any White Pigeon Township Official to enter the above-described property for the purpose of gathering information related to this application. I (We) certify that I (We) will abide by all regulations of the White Pigeon Township Ordinances and other applicable laws and requirements.

All Property Owner(s) or POA must sign this form in front of a Notary.

Owner(s) Signature: _____ Date: _____

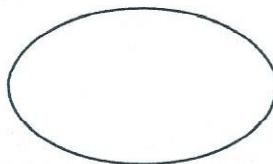
Notary Name: _____ Date: _____

State of Michigan – County of: _____ My Commission Expires: _____

Called: Approved Denied Date: _____

Site or Plot Plan – For Applicant Use

Indicate direction of North within the circle.



For Zoning Administrator's Use

Certificate of Zoning Approval

White Pigeon Township

It appears from the application filed that the proposed work conforms to the requirements of the White Pigeon Township Zoning Ordinance. A permit may be issued, subject to code requirements. A certificate of approval is granted.

Date: _____ Zoning Administrator: _____

For building permit only

--

It appears from the application that the proposed work **does not** conform with the requirements of the White Pigeon Township Zoning Ordinance.

Comments:

Date: _____ Zoning Administrator: _____

For building permit only

--